

**OPEN SESSION MINUTES**  
**MISSOURI BOARD OF NURSING HOME ADMINISTRATORS**  
**June 26, 2013**

---

The members of the Missouri Board of Nursing Home Administrators convened on June 26, 2013 at 9:02 a.m., in Knipp Truman Room, 3418 Knipp Drive, Jefferson City.

**Presiding:** Don Yost, President

**Members Present:** Mike Roth, Vice President  
Janice Unger, Secretary  
Mike Levitt  
Ann Harris  
Dr. Naveed Razzaque  
Alexis Roam  
Jeanne Serra, Acting Division Director

**Staff Present:** Sally McKee, Board Coordinator  
Ross Brown, Asst. Attorney General

**Absent:** Phyllis Stayton

**Guest(s):** Matt Younger, Section Administrator, Section for Long-Term Care Regulation

**Agenda**

A motion was made by Mike Roth and seconded by Mike Levitt to approve the agenda. Motion carried unanimously.

**April 2013 Meeting Minutes**

A motion was made by Janice Unger and seconded by Mike Levitt to accept the April 17, 2013, meeting minutes. Motion carried unanimously.

**Meeting Dates**

The next board meeting is confirmed for Wednesday, September 11, 2013 at 9:00 a.m. The Disciplinary Review Committee (DRC) will meet Tuesday, September 10, 2013 at 5:00 p.m.

The board scheduled another meeting for Wednesday, December 4, 2013 with the DRC meeting on December 3, 2013.

**Rules Committee Report**

The five rules (new proposed rule for procedures and requirements for limited licensure of nursing home administrators, 19 CSR 73-2.050, 19 CSR 73-2.051, 19 CSR 73-2.053, and 19 CSR 73.2.060) have been submitted to the department's Office of General Counsel for informational purposes. These rules were sent on April 8, 2013, to Leading Age MO, Missouri Health Care Association, Missouri Association of Nursing Home Administrators, Missouri Assisted Living Association, and Missouri League for Nursing for their review and input. Leading Age MO and Missouri Health Care Association have not provided feedback. Sally McKee will be following up with the two groups to obtain their input. The feedback from the all of the groups will be shared with the Rules Committee for possible further changes. The goal is to have a final draft for board review and approval at the September board meeting.

## **Board Office Report**

Sally McKee presented the board office report. She provided an overview of the data below.

New Applicants	FY 2013			FY 2014		
	July – 47 (12 RCAL, 35 NHA)			June – 40 (8 RCAL, 32 NHA)		
	Oct – 46 (7 RCAL, 39 NHA)					
	Dec – 35 (6 RCAL, 29 NHA)					
	Feb – 39 (12 RCAL/27 NHA)					
Apr – 39 (7 RCAL/32 NHA)						
	July 2012	Oct 2012	Dec 2012	Feb 2013	April 2013	June 2013
Licensed Administrators	1593	1622	1642	1657	1669	1679
New Licenses	N/A	25	17	12	9	15
Inactive Licensees	34	34	34	33	33	37
RCAL state exams	0	14	7	7	0	0
TELS Issued	3	7	7	4	4	5
Letters of Inquiries to Licensees	10	4	8	9	8	--
Board Interviews	8	7	6	5	8	4
Public Complaints Received	2	1	4	0	0	1
Board Hearing	0	0	0	0	1	0
AHC Hearing	0	0	0	0	0	0
Letters of Concern Issued	13	11	10	8	12	--
Referral to AGO for Action	6	1	0	1	12	--
Disciplinary Action Issued	2	0	2	1	0	2

Sally McKee and Don Yost presented at the MANHA June conference. Positive feedback was received by the attendees.

NAB Annual meeting held June 12-14, 2013, at Seattle, Washington. Highlights include:

- Presentations by Bonnie Kantor-Burman, Director of Ohio's Department of Aging and Gaylord "Z" Thomas, Executive Director of the Oklahoma State Board of Examiners regarding innovative board structures for regulating long term care professionals.
  - Renaming the board – removing the term "nursing home"
    - Ohio Board of Executives of Long-term care Services and Supports
  - Incorporating other professions – adult day care, residential care, assisted living, hospice, and other services and supports
    - Legislation is pending in Ohio to expand the board scope and authority to include all long-term care support and services, prepared to practice in a unified person-centered care system, create new opportunities for education, training and credentialing, possible addition of new licensure, and renaming the board

- Professional practice analysis task force – reported that there is a significant common knowledge base among the NHA, RCAL and HCBS (independent living, adult day care, home care, hospice and palliative care). The common areas of knowledge, tasks, and skills were identified and outlined. The task force will meet in July to review and incorporate input from various focus groups.
- Continuing education committee - education review service is growing. Discussion regarding recent findings related to program quality. Reviewers have a responsibility in monitoring programs; however, state boards need to send any concerns they may have regarding a NAB approved program to NAB. The committee is looking into defining the scope and limitations of policing programs, tying certificates to completion of surveys, getting good data and ensuring each provider is monitored at least once.
- State Executive forum – discussion on new examination system (CDOM), licensure verification process at each state, board meeting preparation, challenges with the AIT process, and rulemaking.
  - Rulemaking – discussion of the future of long-term care administration, board structures and the challenges of revamping the structures and authority
- NAB launched the new website and will be adding materials/information.

#### 2013 Legislative Session:

SB 80 – Gary Romine – Requires the MBNHA to notify, instead of mail, an application when it is time for license renewal

*Truly agreed to and finally passed – signed by the Governor on 05/16/13.*

---

SB 106 – Dan Brown – *Part of the bill that pertains to the board* - Members of the armed forces with health-related professional licenses or certificates that are in good standing when entering active duty will remain in good standing while on active duty. Renewal of these licenses or certificates while the member is on active duty shall occur without the payment of dues. Continuing education will also not be required if certain requirements are met.

Service, education, or training as a member of the armed forces, if satisfactory to the licensing board, may be applied towards qualifications to receive a license or certificate from a professional licensing board.

Note - Most likely to require amendment of rules, changes in forms, and procedure modifications but would not result in any significant fiscal impact – Chapter 344, RSMo is not included in the professional licensing reference (Chapter 324, RSMo) within SB 106.

*Truly agreed to and finally passed – 5/22/13 delivered to the Governor. If and when signed, effective date is 08/28/13.*

---

SB 199 – Maria Chappelle-Nadal - This act requires the Department of Health and Senior Services to strongly encourage all long-term care facilities licensed in this state to institute policies that will encourage familial involvement in the well-being and support of residents of long-term care facilities. This act is identical to SB 536 (2012) and SB 43 (2011).

*04/10/13 – referred House Retirement Committee*

---

SB 194 – Rob Schaaf - This act limits the Certificate of Need (CON) law by having it apply to only long-term care facilities and services.

*01/31/13 Second read and referred Senate Veterans' Affairs and Health Committee*

## 2014 Legislation

The board discussed possible statute changes.

- Section 344.030.2(2), RSMo – amend the following language:
  - (2) The applicant provides the board satisfactory proof that the applicant has [~~had a minimum of three years' experience in health care administration or two years post secondary education in health care administration~~] **met the minimum education and experience qualifications prescribed by the board...**
- Chapter 344, RSMo
  - Possibly changing the board name, "Missouri Board of Nursing Home Administrators" – After a brief discussion on the board name, it was determined that this needs to be an agenda item at the September board meeting. Additional information will be gathered to assist the board in exploring this avenue.

## Applications for NHA Licensure

After review of the NHA applications for licensure, Dr. Razzaque made the motion to accept the following applicants qualified to examine. Ann Harris seconded the motion. Motion carried unanimously.

Barnhart, Roger D.  
Favier, Myrna Joy  
Horne Jr, Kenneth Leroy  
Mathon, Shelly Ann  
Moncrief Smith, Patricia A.  
Popp, Jennifer Anne  
Riddle, Lori Gail  
Stirts, Stacy Michelle  
Winsor, Shelly Lea

Buckley, Sean Gregory  
Hofstein, Jason Scott  
Huddleston, Brooke Ellen  
Miller, Beverly Ann  
Owens, Amanda Christina  
Pruett, Colleen Evelyn  
Rufener, Marsha Ann  
Voyles, Tracy Jo

Dent, Carol Lee  
Hogan, Jason Maxwell  
Little, Rachel R.  
Minturn, Eric Rupp  
Paxton, Karen Rose  
Reibenspies, Shawna Lea  
Steinkruger, Michael McCall  
Werninger, Regina Jaye

Dr. Razzaque made the motion to accept the following NHA applicants as not qualified to examine. Phyllis Stayton seconded the motion. Motion carried unanimously.

Casagrand, Martin Julius  
Thompson, Robin Dalynn

Holderby, Brandy Sue

Pelton, Whitney Lauren

Alexis Roam made the motion to request additional information from applicant, Billy Yarbrough, for review at the September board meeting. Dr. Razzaque seconded the motion. Motion carried unanimously.

## Closed Session

A motion was made by Mike Roth and seconded by Dr. Razzaque to go into closed session at 10:05 a.m., and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed, under Section 610.021 Subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney. Motion carried unanimously after a roll call vote.

## Open Session

A motion was made by Dr. Razzaque and seconded by Mike Levitt to return to open session at 12:45 p.m. Motion carried unanimously after a roll call vote.

### **Applications for RCAL Licensure**

After review of the RCAL applications for licensure, Dr. Razzaque made the motion to accept the following applicants qualified to examine. Alexis Roam seconded the motion. Motion carried unanimously.

Garnto, Kendra Denise  
Leifer, Kimberly Ann  
Stassi, Mary E.

Harp, Rose Marie  
Messman, Gayle Denise

Kiersz, Tyler Ray  
Schremser, Julie Ann

Alexis Roam made the motion to accept the following RCAL applicant as not qualified to examine. Mike Levitt seconded the motion. Motion carried unanimously.

Ashlock, Ann Marie

### **Application Reevaluations**

Amber Segar was found not qualified to sit for the RCAL exams at the April 17, 2013, meeting. She requested a re-evaluation of her application along with the additional information provided for this meeting. The board reviewed and discussed her request. A motion was made by Alexis Roam and seconded by Mike Levitt to not approve Ms. Segar's request. Motion carried unanimously.

Eric Ward was found not qualified to sit for the RCAL exams at the April 17, 2013, board meeting. He requested a re-evaluation of his application along with the additional information provided for this meeting. The board reviewed and discussed his request. A motion was made by Dr. Razzaque and seconded by Mike Levitt to not approve Ms. Ward's request. Motion carried unanimously.

Kerri Oth is a qualified applicant for the NHA exams. She failed the NAB exam for the third time in May 2013. Three times fail of an exam requires the applicant to complete course of instruction prescribed and approved by the board, pursuant to 19 CSR 73-2.070 (8). Ms. Oth was prescribed to complete 500 hours of internship with a board-approved preceptor. Prescribed course of instruction is based on qualifications at time of application, pursuant to 19 CSR 73-2.031. Ms. Oth requested for the 500 internship hours be waived or reduced. The board reviewed and discussed her request. A motion was made by Dr. Razzaque and seconded by Alexis Roam to not approve Ms. Oth's request. Motion carried unanimously.

Teresa Knight was found not qualified to sit for the NHA exams at the February 7, 2013, meeting. She requested a re-evaluation of her application along with the additional information provided for this meeting. The board reviewed and discussed her request. A motion was made by Alexis Roam and seconded by Janice Unger to not approve Ms. Knight's request. Motion carried unanimously.

### **Closed Session**

A motion was made by Dr. Razzaque and seconded by Ann Harris to go into closed session at 10:05 a.m., and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed, under Section 610.021 Subsection (1) RSMo for the purpose of discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney. Motion carried unanimously after a roll call vote.

### **Open Session**

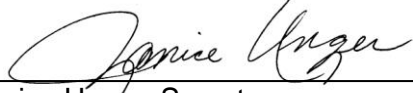
A motion was made by Alexis Roam and seconded by Dr. Razzaque to return to open session at 2:30 p.m. Motion carried unanimously after a roll call vote.

### **Other**

The temporary emergency license (TEL) extension request from applicant, Robyn Butera, and the facility St. Clair Nursing Center was reviewed by the board. Don Yost recused himself from discussion and Mike Roth, Vice President, presided over the discussion. After discussion, Alexis Roam made the motion to not approve the TEL extension for Ms. Butera. Mike Levitt seconded the motion. Motion carried with six (6) "Yes" votes – Mike Levitt, Alexis Roam, Ann Harris, Dr. Razzaque, Janice Unger, and Jeanne Serra; and one (1) abstention vote – Don Yost.

### **Adjournment**

A motion was made by Dr. Razzaque and seconded by Ann Harris to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 2:45 p.m.

  
\_\_\_\_\_  
Janice Unger, Secretary  
Board of Nursing Home Administrators